Student name	----------
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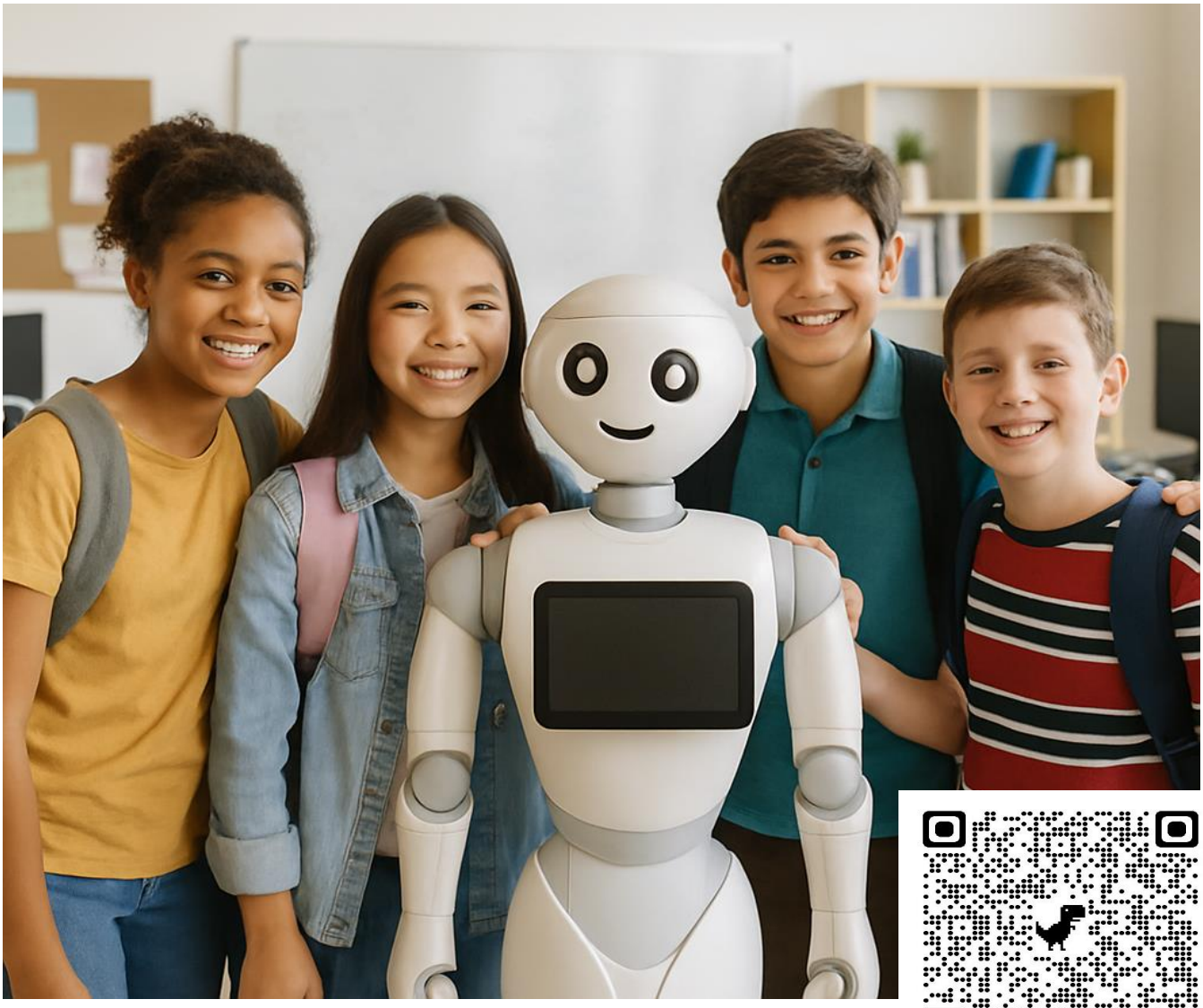
Computer World

Primary 6 _ Second Term 2026



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🌐 Unit 3: Digital Citizenship in an Online World

- **Lesson 1:** Artificial Intelligence and Ethics of Use □⚖□
- **Lesson 2:** Online Shopping and Investing: How to Choose the Best? 🛒📈
- **Lesson 3:** Digital Communication 🗣️🌍
- **Lesson 4:** Video Conferencing 📹💻
- **Lesson 5:** Programming Languages and Solving Digital Problems 🕹️💻🔧
- **Lesson 6:** Image Editing 📸🎨

🚀 Unit 4: My Digital Project

- **Lesson 1:** The Role of IT in Improving Our Lives ✨🛡️
- **Lesson 2:** Dealing with Operating Systems and Computer Applications 📱□⚙□
- **Lesson 3:** Preparing and Sharing Reports 📝📤
- **Lesson 4:** Creating Presentations 📊🎭
- **Lesson 5:** Databases using Excel 🗃️📑
- **Lesson 6:** Flowcharts (SmartArt) 🔄📐

📕 Lesson 1: Artificial Intelligence and Ethics of Use □⚖□

Imagine a machine that can think, solve problems, and make decisions just like you! That is **Artificial Intelligence**: Machines that think.

🔍 *What is Artificial Intelligence (AI)?*

- Technology that enables machines to use human traits, such as logic, to solve problems.
- It relies on **Algorithms** to learn.
- **Algorithms:** Detailed "recipes" or step-by-step instructions that the machine follows to learn and solve problems. 📝⚙□

📱 *AI Tools in Our Daily Lives:*

- **Facial Recognition:** Used to verify your identity and unlock your device (like a smartphone). □🔓
- **Voice Assistants:** Digital robots that answer your questions and carry out commands via voice (e.g., Siri and Alexa). 🗣□□
- **Email Filters:** Tools that prevent dangerous or unwanted messages from reaching your Inbox. 📧🛡□
- **Language Processing Tools:** Help you draft writings or answers, and send emails (e.g., ChatGPT). ✍□📧
- **Chatbots:** Windows on websites that reply to you automatically using "Chat Robots" (e.g., Customer Service). 💬🏢

⚖□ *Ethics of Using AI:*

1. **Inclusivity:** Tools must include all users, not just a specific group (Everyone should benefit). 🌍🤝
2. **Unbiased:** Decisions must be based on facts and data, not personal opinions or viewpoints. ⚖□🚫
3. **Privacy (Data Protection):** User data privacy and security must be respected (Personal info should not be leaked). 🔒👤
4. **Beneficence:** Tools should be used to help society and make it better, not for harmful gains or cheating. ✨🌱
5. **Responsibility:** If an AI tool makes a mistake, the designer must admit the error and fix it. 🛠□✅

Practice Model 1

A) Write (T) for True or (F) for False:

1. AI is a technology that enables machines to use human logic to solve problems. ( )
2. Algorithms are physical hardware devices used to unlock smartphones. ( )
3. Email filters help in preventing dangerous messages from reaching the inbox. ( )
4. ChatGPT is an example of language processing tools that help in drafting text. ( )
5. Inclusivity means that AI tools should only serve a specific group of people. ( )
6. Voice assistants like Siri carry out commands requested by the user via voice. ( )
7. AI relies on detailed steps called algorithms to learn and solve problems. ( )
8. AI ethical decisions should be based on the designer's personal opinions. ( )

B) Choose the correct answer:

1. Detailed instructions followed by a machine to learn and solve problems are called: A) Filters B) Algorithms C) Robots D) Windows
2. ..... technology is used to verify your identity and unlock your phone securely: A) Voice Assistant B) Email Filters C) Facial Recognition D) Language Processing
3. Digital robots that answer your questions and carry out tasks via voice are:
   A) Voice Assistants B) Chatbots C) Algorithms D) Email Filters
4. When websites reply automatically to customers using robots, they are using:

A) Email Filters B) Language Processing C) Facial Recognition D) Chatbots

5. Respecting user data privacy and security falls under the ethical principle of:
   A) Inclusivity B) Beneficence C) Privacy D) Responsibility
6. Using AI tools to help society, make it better, and avoid cheating is called: A) Unbiased B) Beneficence C) Algorithms D) Programming
7. If an AI tool makes an error, the designer must admit and fix it according to: A) Responsibility B) Inclusivity C) Privacy D) Logic

Practice Model 2

A) Write (T) for True or (F) for False:

1. Algorithms are like "recipes" or organized steps that a machine follows to learn. ( )
2. Chatbots are used on websites to provide instant customer service. ( )
3. Being unbiased means that programming decisions must be based only on facts. ( )
4. Facial recognition to unlock a phone is NOT considered a type of AI. ( )
5. The principle of beneficence allows users to use AI for cheating purposes. ( )
6. Alexa voice assistant is a practical example of using AI in daily life. ( )
7. AI ethics require the designer to fix any error occurring in the smart system. ( )
8. Language processing tools help users draft professional replies to emails. ( )

B) Choose the correct answer:

1. Which of the following is a famous example of digital language processing tools? A) Siri B) Alexa C) ChatGPT D) SmartArt
2. Protecting your personal data from leakage or theft is an application of: A) Beneficence B) Privacy C) Inclusivity D) Bias
3. AI solves complex problems by mimicking human traits such as: A) Emotions B) Height C) Logic D) Appearance
4. The software tool that prevents "Spam" messages from reaching the inbox is:
   A) Email Filters B) Voice Assistant C) Chatbots D) Algorithm
5. When all members of society benefit from AI technologies, we achieve: A) Responsibility B) Privacy C) Inclusivity D) Unbiased
6. The "recipes" followed by a machine for programming and understanding data are:
   A) Algorithms B) Filters C) Windows D) Applications
7. Technology that enables machines to simulate human thinking and decision-making is:

A) Email B) Artificial Intelligence C) Image Processing D) Spreadsheets

Practice Model 3

A) Write (T) for True or (F) for False:

1. Privacy means the necessity of protecting the security of user data. ( )
2. An algorithm is a detailed description that helps the machine to learn. ( )
3. Email filters are used to verify the user's facial biometrics. ( )
4. Artificial Intelligence can simulate humans in solving complex problems. ( )
5. The responsibility for AI errors lies with the designer of the tool. ( )
6. Chatbots reply to users automatically on various websites. ( )
7. AI tools should be biased towards personal viewpoints and opinions. ( )
8. Siri is a digital robot that interacts through voice commands. ( )

B) Choose the correct answer:

1. An ethical principle requiring decisions to be based on facts, not opinions:
   A) Inclusivity B) Responsibility C) Beneficence D) Unbiased
2. We can unlock a smartphone using the feature of:
   A) Email Filters B) Facial Recognition C) Language Processing D) Algorithms
3. Step-by-step recipes followed by a machine to learn are called:
   A) Algorithms B) Windows C) Assistants D) Filters
4. Using AI to help the community and make it better is known as:
   A) Privacy B) Beneficence C) Inclusivity D) Responsibility
5. An example of digital voice assistants is:
   A) Inbox B) Excel C) Alexa D) SmartArt
6. Technology enabling machines to use human-like logic to solve problems: A) Artificial Intelligence B) Digital Communication C) Image Editing D) Databases
7. ..... appear on websites to reply automatically to your inquiries:
   A) Email Filters B) Facial Recognition C) Chatbots D) Algorithms

📕 Lesson 2: Online Shopping and Investing.. How to Choose the Best? 🛒📈

Have you ever bought a toy or ordered a meal online? This is what we call **"E-commerce."**

🔍 E-commerce:

- It is the process of buying and selling goods and services over the Internet.
- It is considered a vast world of endless options.

🏪 Online Stores:

With the increase in online stores and the variety of choices, it has become necessary to use technology and **Artificial Intelligence (AI)** to help us make the right purchasing decisions.

Note: The person who buys goods or services is called a **"Consumer."**

🛠️ Technological Research Tools for Consumers:

You can use technological research tools to help you decide which products are best for you:

A) Smart Search Engines: 🔍 When searching for a specific product, like a "new school bag," search engines use AI to analyze your previous data and preferences to provide:

- Customized suggestions that suit your taste.
- Results ranked by relevance or fastest delivery.

B) Online Comparison Websites: ⚖️ These sites help you when buying products like electronic devices to:

- Compare multiple products in one place.
- Show the quality, price, and different features of each product to choose the best.

C) Consumer Reviews and Ratings: ⭐ Before completing a purchase, it is important to know others' opinions:

- Reviews help measure the quality of the product and service before buying.
- Consumer reviews are the opinions of users, friends, or family online.

💰 Online Investing: How We Support Companies:

Online investing is a way to support companies over the internet by purchasing ownership stakes or lending them a sum of money.

📈 *Stocks and Bonds:*

- **Stocks:** When you buy stocks in a company, you become a partner with a small share of that company. (Also called **Securities**, giving you an ownership stake).
- **Bonds:** When you buy bonds, you are lending the company a sum of money.

💡 *Reasons for Buying Stocks and Bonds:*

1. **Support:** To support companies you believe are doing something good for the world, such as eco-friendly companies.
2. **Profit:** The profits or interest earned by the company return to the investors (stock and bondholders).

⚖️ *Ethical and Sustainable Investing:*

It is important to choose companies that follow ethical rules for investment, such as:

- Caring for the environment.
- Having transparent and reliable management.
- Producing high-quality products.

Note: We must review the official websites of companies and evaluate reliable information sources.

Model 1

A) Write (T) for True or (F) for False:

1. E-commerce is the process of buying and selling goods and services online. ( )
2. Consumer reviews are opinions from users that help measure product quality. ( )
3. Buying bonds means you become a partial owner of the company. ( )
4. Smart search engines use AI to provide suggestions based on your preferences. ( )
5. Comparison websites allow you to compare quality and price in one place. ( )
6. The person who buys goods or services is called a producer. ( )
7. Ethical investing involves supporting companies that care for the environment. ( )
8. Stocks are also known as securities and give you an ownership stake. ( )

B) Choose the correct answer:

1. When you buy ....., you are lending the company a sum of money:
   A) Stocks B) Bonds C) Reviews D) Services
2. Tools that analyze your data to give you customized suggestions are:
   A) Comparison sites B) Bonds C) Smart search engines D) Stocks
3. Online investing is a way to ..... companies through the internet:
   A) Support B) Ignore C) Delete D) Block
4. To choose the best electronic device, you should use:
   A) Only social media B) Comparison websites
   C) Random choices D) Old newspapers
5. Stocks provide the buyer with a ..... in the company:
   A) Loan B) Debt C) Gift D) Ownership stake
6. Sustainable investing means choosing companies that are:
   A) Eco-friendly B) Very expensive C) Unknown D) Unreliable
7. Before buying, it is important to check consumer .....:
   A) Passwords B) Bonds C) Reviews D) Stocks

Model 2

A) Write (T) for True or (F) for False:

1. Comparison websites help you find the best price and features for a product. ( )
2. Buying stocks is a way to lend money to a company and get it back later. ( )
3. Smart search engines rank results based on what is most relevant to you. ( )
4. Ethical companies are characterized by transparency and high quality. ( )
5. Consumer reviews can be found from friends or family members online. ( )
6. E-commerce has limited choices compared to traditional stores. ( )
7. Investors earn profits when the companies they support succeed. ( )
8. Artificial Intelligence helps consumers make better purchasing decisions. ( )

B) Choose the correct answer:

1. The term ..... refers to purchasing an ownership share in a company:

   A) Bond B) Stock C) Review D) Sale

2. To verify if a company is reliable, you should check its:

   A) Official website B) Color C) Name only D) Logo size

3. Consumer reviews are important because they measure:

   A) Internet speed B) Product quality C) Screen size D) Phone battery

4. Buying ..... is a form of lending money to a business:

   A) Shares B) Bonds C) Goods D) Services

5. Smart search engines use ..... to analyze your previous preferences:

   A) Old books B) Artificial Intelligence C) Paper maps D) Manual typing

6. A ..... is a person who purchases goods or services:

   A) Consumer B) Seller C) Designer D) Programmer

7. We should support companies that provide:

   A) Harmful products B) Something good for the world
   C) No information D) Hidden management

Model 3

A) Write (T) for True or (F) for False:

1. Bonds and stocks are both considered types of online investment. ( )
2. Search engines provide the same results to everyone regardless of taste. ( )
3. A consumer should ignore reviews if the price of the product is low. ( )
4. Ownership stakes in a company are called stocks or securities. ( )
5. Online shopping is part of what is known as e-commerce. ( )
6. Companies with transparent management are better for ethical investing. ( )
7. AI analyzes data to suggest products that suit the consumer's taste. ( )
8. Lending money to a company is the main idea behind buying stocks. ( )

B) Choose the correct answer:

1. A way to compare several products in one place for price and quality is: A) Smart search B) Bonds C) Comparison websites D) Stocks
2. When a company makes a profit, it returns to the:
   A) Only the bank B) Competitors C) Investors D) Strangers
3. Eco-friendly companies are examples of ..... investing:
   A) Risky B) Sustainable C) Bad D) Random
4. What is another name for "Stocks"?
   A) Loans B) Securities C) Debts |D) Reviews
5. E-commerce is the process of ..... goods and services via the internet: A) Deleting B) Printing C) Buying and selling D) Hiding
6. To get the fastest delivery, you can check the ranked results in:
   A) Smart search engines B) Offline maps C) Notebooks D) TV ads
7. Buying stocks makes you a ..... in the company:
   A) Lender B) Partner C) Competitor D) Guest

📕 Lesson 3: Digital Communication 🌐💬

🎓 Educational Service Providers (ESP):

- These organizations provide various educational services to students and teachers.
- They offer books or online training materials.
- **Example:** Bibliotheca Alexandrina (Library of Alexandria). 📚✨

🤝 Who Provides Support Services?

- Whenever you need help, face a technical problem, or need an answer to a study question, you will always find people and organizations offering help and support.

🛠️🤝 Customer Support Services:

- These are services provided by companies to help you solve problems or answer your inquiries.
- To access support services, you can use:

*** Email.** 📧 *** Chatbots.** 🤖

📲 Methods of Digital Communication:

First: Email Communication 📧

- Email is considered a **formal and professional** means of communication.
- Email is the **best choice** for communication in the following cases:
  1. If your problem requires a **long explanation**.
  2. If you want a **formal document**.

💡 Tips for writing a good email:

- **Clear Subject Line:** Write a clear and concise title so the recipient knows the purpose of the message.

Example: (Inquiry about the Artificial Intelligence lesson content).

- **Respectful Language:** Start the message with a formal and professional greeting.
    - *Example:* (Greetings, / Dear Sir or Madam,).
- **State the Purpose:** Clearly mention why you are contacting them and what information you need.

Second: Chatbots 💬

- These are programs powered by **Artificial Intelligence (AI)**, designed to answer questions directly online.
- *Example:* You might enter a website and see a small window asking: "Hello, how can I help you today?".

🍁 Features of Chatbots:

- **Speed:** They provide fast answers. Often, service providers can reply within 24 hours if human contact is needed.
- **Accuracy:** Since they are robots and not real people, it is essential to express your request **accurately and clearly**. If your questions are not clear, you will not get accurate answers.

Third: Other Communication Methods 📞🖷

In addition to email and chat, you can communicate with service providers through:

1. **Telephone Windows:** Talking directly to a support employee.
2. **Visiting Support Offices:** Going to the organization's headquarters to submit your request.

Model 1

A) Write (T) for True or (F) for False:

1. Educational Service Providers (ESP) offer materials only to teachers. ( )
2. Email is considered a formal and professional way to communicate. ( )
3. Chatbots are programs powered by Artificial Intelligence (AI). ( )
4. It is better to use email if your problem needs a very long explanation. ( )
5. Chatbots can provide instant answers to your questions online. ( )
6. The Bibliotheca Alexandrina is an example of an Educational Service Provider. ( )
7. You should use informal language when writing a professional email. ( )
8. Telephone windows allow you to talk directly to a support employee. ( )

B) Choose the correct answer:

1. Which of the following is the best choice if you need a formal document? A) Chatbots B) Email C) Telephone D) Personal visit
2. ..... are AI programs designed to answer questions directly on websites: A) Subject lines B) Books C) Chatbots D) Training materials
3. When writing an email, the ..... should be clear so the recipient knows the goal: A) Subject B) Greeting C) Logo D) Font size
4. Educational Service Providers (ESP) like the Library of Alexandria provide:
   A) Meals B) Educational services C) Games only D) Clothes
5. If your questions to a chatbot are not ....., you won't get accurate answers: A) Long B) Clear C) Hidden D) Difficult
6. A professional email should always start with a:
   A) Joke B) Formal greeting C) Complaint D) Random word
7. Customer support services help users to:
   A) Solve problems B) Buy toys C) Play games D) Delete emails

Model 2

A) Write (T) for True or (F) for False:

1. Chatbots are real people who wait for you to type questions. ( )
2. Email is a good choice when you want to keep a formal record of contact. ( )
3. You can visit the headquarters of a company to get support. ( )
4. An email subject line should be long and full of many details. ( )
5. ESP stands for Educational Service Providers. ( )
6. Chatbots are usually slow and take days to give a simple answer. ( )
7. Clear communication is necessary when dealing with digital robots. ( )
8. Companies use support services to answer customer inquiries. ( )

B) Choose the correct answer:

1. An example of an Educational Service Provider (ESP) is: A) A toy store B) Bibliotheca Alexandrina C) A restaurant D) A car factory
2. To get a quick answer for a simple question, it is best to use: A) A formal letter B) Chatbots C) A personal visit D) Postal mail
3. "Inquiry about AI lesson" is a good example of an email: A) Greeting B) Subject C) Signature D) Closing
4. Communication via ..... is the most professional method for organizations: A) Chatbots B) Telephone C) Email D) Social media
5. To get accurate answers from a chatbot, you must express your request: A) Vaguely B) Accurately C) Silently D) In a complicated way
6. If a chatbot cannot solve a problem, a human may respond within: A) One month B) 24 hours C) One year D) One minute
7. You can contact customer support through: A) Email and Chatbots B) Watching TV C) Playing music D) Reading a story

Model 3

A) Write (T) for True or (F) for False:

1. The Library of Alexandria provides online training materials. ( )
2. Email is NOT the best choice for explaining complex problems. ( )
3. You should state the purpose of your email clearly in the message. ( )
4. Chatbots can help you 24/7 with immediate automated responses. ( )
5. Support services can only be accessed by visiting offices in person. ( )
6. Using respectful language is a tip for writing a good email. ( )
7. Digital communication includes telephone calls to support employees. ( )
8. ESP organizations provide services only to students, not teachers. ( )

B) Choose the correct answer:

1. What should you write at the beginning of a professional email?
   A) Formal greeting B) Subject line C) The problem D) Your address
2. Which service uses AI to help you solve technical problems on a website?
   A) Printed books B) Chatbots C) Telephone windows D) Office visits
3. Organizations that provide training materials and online books are called: A) ESP B) GPS C) CPU D) RAM
4. If you need to attach a formal file or document, use:
   A) Chatbots B) Email C) Telephone D) Verbal talk
5. Chatbots are characterized by their ..... in answering common questions: A) Slowness B) Speed C) Difficulty D) High cost
6. When writing an email, "Greetings," is considered a:
   A) Subject B) Formal Greeting C) Closing D) Document
7. Speaking directly with a support employee is done through:
   A) Telephone windows B) Email C) Chatbots D) Books

📕 Lesson 4: Video Conferencing 🎥💻

Imagine talking to your friend or teacher, seeing and hearing them, even though each of you is in a different place. This is **Video Conferencing**.

1. What is Video Conferencing?

- **Definition:** Tools that allow people in different locations to communicate via audio and video in real-time.
- It feels like "face-to-face" interaction but over the internet.
- It is conducted via **Cloud Computing**.
- Many organizations use it for various purposes, such as:

*** Work. 💼** *** Education. 🎓**

🚀 Most Famous Video Conferencing Tools:

1. Microsoft Teams. 2. Google Meet. 3. Zoom.

⚙️ Steps to Use Video Conferencing (Example: Google Meet):

A) Create a New Meeting:

1. Click on the **"New Meeting"** option.
2. Choose the option that suits you:
   - "Start an instant meeting."
   - "Create a meeting for later."
3. After creating the meeting, **copy the meeting link**.
4. **Share the link** with the people you want to join.

B) Join a Meeting: There are two ways to join:

1. **First:** Click directly on the link sent to you.
2. **Second:** Copy the meeting code or link, paste it into the designated box, and click the **"Join"** button.

⚖️ Important Rules Before, During, and After a Video Conference:

🔑 *Before the Meeting:*

- **Check the Technology:** Ensure your internet connection, camera, and microphone are working well to avoid technical issues that might disrupt the meeting.

🔑 *During the Meeting:*

- **Manage Audio and Video:** Once you join, you can click on:
  - **Microphone Icon:** To turn it on or off (Mute/Unmute).
  - **Camera Icon:** To turn the video on or off.
- **Quiet and Respect:**
  - Make sure your behavior is appropriate for the meeting.
  - Monitor your notes on the screen.
  - Do not use the camera or microphone unless necessary.

🔑 *After the Meeting:*

- **Follow-up and Recording:**
  - You can send a follow-up email.
  - You can obtain a recording of the meeting (if the settings allow).

Model 1

A) Write (T) for True or (F) for False:

1. Video conferencing allows people to communicate in real-time using audio and video. ( )
2. Microsoft Teams and Zoom are examples of video conferencing tools. ( )
3. You should check your internet and camera after the meeting is finished. ( )
4. Creating an instant meeting is one of the options in Google Meet. ( )
5. You can turn off your camera during a meeting by clicking the camera icon. ( )
6. Video conferencing is conducted through cloud computing technology. ( )
7. It is respectful to keep your microphone on throughout the entire meeting. ( )
8. You can join a meeting by clicking on a shared link. ( )

B) Choose the correct answer:

1. To start a meeting immediately in Google Meet, you choose:

A) Create for later B) Start an instant meeting C) Delete meeting D) Copy link

2. ..... is a popular tool used for video conferencing:

A) Excel B) Google Meet C) PowerPoint D) Word

3. Before a video conference, you must ensure that your ..... is working:

A) Printer B) Microphone C) Scanner D) Digital camera (DSLR)

4. To let others join your meeting, you must ..... the meeting link with them: A) Hide B) Delete C) Share D) Block

5. After the meeting, you might obtain a ..... of the session if allowed:

A) Microphone B) Recording C) New camera D) Link

6. Video conferencing feels like ..... interaction but over the internet:

A) Face-to-face B) One-way C) Delayed D) Silent

7. During the meeting, you should monitor your ..... on the screen:

A) Games B) Notes C) Photos D) Movies

Model 2

A) Write (T) for True or (F) for False:

1. Cloud computing is the technology used to host video conferences. ( )
2. Google Meet only allows you to create meetings for a later time. ( )
3. You can join a meeting by pasting the meeting code into the designated box. ( )
4. Using the microphone and camera only when necessary is a good rule. ( )
5. A follow-up email can be sent after the video conference is over. ( )
6. Technical issues can be avoided by testing your tools before the call. ( )
7. Video conferencing is used only for study and not for work. ( )
8. You can turn your microphone off to stay quiet during a presentation. ( )

B) Choose the correct answer:

1. Which icon allows you to stop your video during a conference?
   A) Microphone icon B) Camera icon C) Link icon D) Share icon
2. To join a meeting using a code, you should click the ..... button after pasting it: A) New Meeting B) Join C) Cancel D) Mute
3. An example of a "Face-to-Face" communication tool over the internet is: A) E-mail B) Video Conferencing C) SMS D) Hard Drive
4. If you want to invite a friend to your meeting, you should ..... the link: A) Copy B) Ignore C) Break D) Format
5. Managing audio and video is an important step ..... the conference: A) Before B) During C) Years after D) Instead of
6. ..... is NOT a video conferencing tool:
   A) Zoom B) Microsoft Teams C) Excel D) Google Meet
7. You should make sure your ..... is appropriate during the meeting:
   A) Behavior B) Background music C) Toys D) Drawing

Model 3

A) Write (T) for True or (F) for False:

1. You can communicate with people in different locations using Google Meet. ( )
2. Copying the meeting link is the first step to sharing it with others. ( )
3. Video conferencing does not require an internet connection. ( )
4. It is possible to record a video meeting for later viewing. ( )
5. You must click "New Meeting" to join an existing session. ( )
6. Respecting others by staying quiet is a rule during the meeting. ( )
7. Zoom is a tool primarily used for sending formal emails. ( )
8. Checking your microphone before the call helps avoid disruption. ( )

B) Choose the correct answer:

1. Video conferencing is used by organizations for:
   A) Work and Study B) Cooking C) Sleeping D) Swimming
2. What is the first thing you should do if you receive a meeting link?
   A) Delete it B) Click it to join C) Ignore it D) Format the phone
3. To speak during a video call, you must make sure the ..... is on:
   A) Printer B) Microphone C) Speaker D) Camera
4. A follow-up email is usually sent ..... the video conference:
   A) Before B) During C) After D) Never
5. Google Meet allows you to create a meeting for:
   A) Later time B) Only one minute C) Past events D) Offline use
6. Which technology allows video conferencing to happen over the internet? A) Solar power B) Cloud computing C) Battery D) Paper
7. When you want to stop others from seeing you, you turn off the:
   A) Audio B) Camera C) Internet D) Screen

📕 Lesson 5: Programming Languages and Solving Digital Problems

Did you know that computers have their own languages? These are called **Programming Languages**.

1. Programming Languages:

- They are a set of rules and symbols used to give clear instructions to computer programs.
- **HTML (HyperText Markup Language):**
  - Used to build the structure of web pages.
  - It can be compared to **bones** because it builds the body of the page.
- **JavaScript:**
  - Used to create **interactive and dynamic** (moving) web pages, such as:
    1. Buttons that move.
    2. Pop-up windows.
  - It adds **life** to the page. ✨

2. Common Digital Problems and Solutions:

In the world of technology, you may face some problems. Here are the most famous ways to solve them:

🔧 *Problem 1: Corrupted File* 📄❌ ***Suggested Solutions:***

1. Make sure the file represents what you expect.
2. Try opening it with a different program.
3. If you are sure it is corrupted, delete it to avoid problems.

🔧 *Problem 2: Device Not Charging* 🔌🔋 ***Suggested Solutions:***

1. Ensure the charging cable is working properly.
2. Check the power outlet or the surge protector.
3. You might need to replace the battery if it is the cause.

🔧 *Problem 3: Forgot Password* 🔑❓ ***Suggested Solutions:***

1. Click on the **"Forgot Password"** link.
2. Follow the steps to create a new, strong password to protect your account from hacking.

🔧 *Problem 4: File Storage Methods* 💾☁️🔒 ***Suggested Solutions:***

1. It is always preferred to take a **backup**.
2. You can save the file on an external disk or a cloud storage service like **Google Drive** or **OneDrive**.

🔧 *Problem 5: File Cannot Be Deleted* 🚫🗑️🔒 ***Suggested Solutions:***

1. Check if the file contains **"Special Symbols"** that prevent it from being deleted.

Model 1

A) Write (T) for True or (F) for False:

1. Programming languages are sets of rules used to give instructions to computers. ( )
2. HTML is used to create interactive and moving elements like buttons. ( )
3. If a file is corrupted, it is better to delete it to avoid further problems. ( )
4. JavaScript is compared to the "bones" because it builds the structure of a page. ( )
5. You should try a different program if a file does not open. ( )
6. Google Drive is an example of a cloud storage service. ( )
7. A faulty charging cable can prevent a device from charging. ( )
8. "Special symbols" in a file name might prevent it from being deleted. ( )

B) Choose the correct answer:

1. The language used to build the basic structure of a web page is:
   A) JavaScript B) HTML C) Python D) C++
2. If you forget your password, you should click on:
   A) Delete account B) Forgot password link C) Shut down D) Save file
3. ..... adds "life" and movement to web pages:
   A) HTML B) JavaScript C) Charging cable D) Surge protector
4. To protect your files from being lost, you should always take a:
   A) Backup B) Photo C) Screenshot D) Break
5. If your device is not charging, you should check the:
   A) Keyboard B) Screen brightness C) Power outlet D) Mouse
6. HTML is often compared to ..... because it forms the body of the web page: A) Water B) Bones C) Electricity D) Clothes
7. Cloud storage services include:
   A) External disks B) OneDrive C) Charging cables D) Batteries

Model 2

A) Write (T) for True or (F) for False:

1. JavaScript makes web pages dynamic and interactive. ( )
2. You can save your files on an external disk as a backup. ( )
3. HTML is the language used for adding moving windows to a website. ( )
4. Creating a strong new password helps protect your account from hacking. ( )
5. Corrupted files should be kept on the computer forever. ( )
6. A surge protector is one of the things to check if a device won't charge. ( )
7. Programming languages are only used by computers to play music. ( )
8. OneDrive is a service used for cloud storage. ( )

B) Choose the correct answer:

1. Which language is responsible for interactive buttons and pop-up windows? A) HTML B) JavaScript C) CSS D) PHP
2. A ..... file is a file that cannot be opened or is damaged:
   A) Strong B) Corrupted C) New D) Cloud
3. When a file refuses to be deleted, check if it contains:
   A) Special symbols B) Colors C) Music D) Pictures
4. To save files online, you can use:
   A) External disks B) Google Drive C) Charging cables D) Printers
5. The first step to fix a charging problem is to check the:
   A) Password B) Charging cable C) File name D) HTML code
6. Programming languages consist of rules and ..... to give instructions: A) Games B) Symbols C) Toys D) Movies
7. HTML is used to build the ..... of web pages:
   A) Speed B) Structure C) Battery D) Sound

Model 3

A) Write (T) for True or (F) for False:

1. HTML stands for HyperText Markup Language. ( )
2. You might need to replace the battery if your device refuses to charge. ( )
3. Special symbols in a file name never cause problems during deletion. ( )
4. External disks are used to store backup copies of important files. ( )
5. JavaScript is used to build the static "body" of a web page. ( )
6. Following steps to create a strong password is part of solving a forgotten password problem. ( )
7. Programming languages are groups of rules for computer programs. ( )
8. You should never try to open a file with a different program if it fails once. ( )

B) Choose the correct answer:

1. What should you do with a confirmed corrupted file?

   A) Rename it B) Delete it C) Copy it D) Share it

2. ..... is the language used to build the "skeleton" of a website:

   A) JavaScript B) HTML C) Python D) Java

3. Which of these is a cloud storage service?

   A) External Hard Drive B) Google Drive C) Flash Drive D) DVD

4. If your cable is fine but the device won't charge, the problem might be the: A) HTML B) Battery C) JavaScript D) File name

5. JavaScript is used to create ..... pages:

   A) Static B) Paper C) Interactive D) Silent

6. To keep your account safe after forgetting a password, the new password must be: A) Short B) Easy C) Strong D) The same

7. Computers understand instructions through:

   A) Programming languages B) Human whispering

   C) Touching the screen D) Solar power

📕 Lesson 6: Image Editing 🎨📸

Image editing is a wonderful skill that allows you to modify and improve photos using various digital tools, whether to remove something unwanted or to add aesthetic effects.

1. What is Image Editing?

- **Definition:** Changing and modifying images to make them look more attractive and beautiful.
- **Goal:** The goal might be to correct an error in the photo (like strong lighting or unnatural colors) or to make it look professional for presentations.

2. Common Image Editing Software:

There are many programs that enable you to edit photos, the most famous are:

- **GIMP:** A **free and open-source** program that provides powerful tools for image editing.
- **Adobe Photoshop:** One of the most famous professional programs (requires a subscription).

3. Features of GIMP: ✸

- **Open Source:** It is an effective program that can be used for free, and its tools can be modified.
- **AI Integration:** GIMP uses **Artificial Intelligence** to adjust, organize, and customize image colors so that only the colors you need appear.
- **Accessibility:** It can be downloaded directly from the internet.

4. What Can We Do in Image Editing? 🛠️

1. **Correcting Blemishes:** You can restore colors to their original state or remove excess camera light (glare).
2. **Changing Colors:** You can change the background color of a photo or a video to make it smoother.
3. **Merging Images:** Combining two different images to become one. This is very useful when creating presentations.
4. **Special Effects (Filters):** Filters are used to make a photo look old or to add **Motion Blur**.

Note: **Motion Blur** is a visual effect that appears on moving objects in a photo or video, making them look blurred or streaked in the direction of movement. 🏃💨

Model 1

A) Write (T) for True or (F) for False:

1. Image editing allows you to remove unwanted things from your photos. ( )
2. Adobe Photoshop is a free and open-source program. ( )
3. You can use image editing to fix a photo with unnatural colors. ( )
4. GIMP uses Artificial Intelligence to adjust and customize image colors. ( )
5. Merging images means combining two different photos into one. ( )
6. Motion blur makes moving objects in a photo look very sharp and clear. ( )
7. Filters can be used to make a modern photo look old. ( )
8. Image editing is only used to add mistakes to professional photos. ( )

B) Choose the correct answer:

1. A powerful, free, and open-source image editing program is:

   A) Adobe Photoshop B) GIMP C) Microsoft Teams D) Excel

2. ..... is an effect that makes moving objects look streaked or blurred:

   A) Merging B) Motion Blur C) Cropping D) Charging

3. To combine two different images for a presentation, you use:

   A) Deleting B) Merging C) Filtering D) Charging

4. GIMP can be downloaded directly from the:

   A) Post office B) Internet C) Television D) Radio

5. One of the professional programs that requires a paid subscription is:

   A) GIMP B) Adobe Photoshop C) Google Meet D) HTML

6. You can correct ..... like excess camera light using editing tools:

   A) Batteries B) Blemishes C) Passwords D) Cables

7. Editing images makes them look more:

   A) Attractive B) Corrupted C) Broken D) Unclear

Model 2

A) Write (T) for True or (F) for False:

1. Open-source software means you can use it for free and modify its tools. ( )
2. You cannot change the background color of a video using editing tools. ( )
3. Image editing helps make photos look professional for presentations. ( )
4. GIMP stands for "General Image Manipulation Program". ( )
5. Special effects like filters can add a blurry look to moving objects. ( )
6. Adobe Photoshop is the best choice for users looking for free software. ( )
7. AI in GIMP helps in organizing and customizing colors effectively. ( )
8. Correcting blemishes means making the colors in a photo look original. ( )

B) Choose the correct answer:

1. Which of these is a visual effect used to show movement?
   A) Static filter B) Motion Blur C) Color reset D) Deletion
2. If a photo has very strong lighting, you can fix it using:
   A) Image editing B) A new battery C) A printer D) A keyboard
3. Software that is "Open Source" is usually:
   A) Very expensive B) Free to use C) Impossible to find D) Hardware
4. To make a photo look old-fashioned, we apply:
   A) Motion Blur B) Filters C) Merging D) Charging
5. ..... is a famous professional image editing software:
   A) GIMP B) Adobe Photoshop C) Zoom D) OneDrive
6. Merging images is especially useful when creating:
   A) Passwords B) Presentations C) Charging cables D) Batteries
7. GIMP uses ..... to help customize colors in a photo:
   A) Solar power B) Artificial Intelligence
   C) Manual drawing D) Sound waves

Model 3

A) Write (T) for True or (F) for False:

1. You can use GIMP to remove excess light from a photo. ( )
2. Adobe Photoshop and GIMP are both used for the same general purpose. ( )
3. Motion blur is used to make objects look like they are standing still. ( )
4. Changing the background color can make a video transition smoother. ( )
5. Anyone can download GIMP for free from the internet. ( )
6. Image editing is only for experts and cannot be learned by students. ( )
7. Merging photos means you are deleting one of them forever. ( )
8. AI helps image editors to work faster and more accurately with colors. ( )

B) Choose the correct answer:

1. What does "Open Source" mean for a program like GIMP?

A) It is locked B) It is free and modifiable
C) It is broken D) It is only for mobile

2. Which tool would you use to add an "artistic" or "old" touch to a photo?

A) Merging B) Filters C) Deleting D) Charging

3. When an object in a video looks streaked in the direction of its path, this is:

A) High resolution B) Motion Blur C) Color correction D) Brightness

4. To make a photo more attractive for a school project, you should use:

A) Image editing B) A scanner C) A power outlet D) A charging cable

5. A common task in image editing is ..... two images together:

A) Breaking B) Merging C) Hiding D) Forgetting

6. Photoshop is different from GIMP because Photoshop usually:

A) Is free B) Requires a subscription
C) Is open source D) Cannot edit photos

7. You can fix "unnatural colors" in a photo by:

A) Deleting the file B) Image editing
C) Changing the battery D) Buying a new PC

Unit 4: My Digital Project

Lesson 1: The Role of ICT in Improving Our Lives

Did you know that the smartphone you carry is not just for communication, but a powerful tool for solving real-world problems?

1. What is ICT?

- **ICT** stands for **Information and Communication Technology**.
- It refers to all technological tools that help us process information and is a real force for change in our lives.

2. The Role of ICT in Building a Better Environment:

1. **Clean Transportation:** ICT applications and electronic payment systems helped the spread of **Electric Vehicles (EVs)**. These vehicles do not emit harmful gases, reducing pollution.
2. **Saving Energy:** Technology helps us manage energy consumption in homes and factories smartly, reducing waste.
3. **Providing New Job Opportunities:** Technology has opened new doors in fields like clean transportation and smart services.

3. ICT and Family Services (Online Booking):

Online Booking: Using websites or apps to request a service or book an appointment without going to the location.

- **Importance:** Saves effort and helps organize time.

How Online Booking Apps Work:

1. **Global Positioning System (GPS):** The basis of any smart transport system. it locates you and the vehicle precisely and suggests the fastest route.

Getty Images

2. **Smart Applications:** Provide electronic payment options and determine the cost before starting the trip.
3. **Notifications and Reminders:** Send alerts about arrival times and remind you of your booking to avoid waiting.

4. Designing an ICT Tool to Solve Transportation Problems: 🚗🛠️

- **Problem 1:** Waiting at the bus station without knowing when it will arrive.
    - **Solution:** Use a **GPS tracking app** to see its location on the map.
- **Problem 2:** Paying the driver in cash, which might lead to losing money.
    - **Solution:** Use **Electronic Payment** via phone, which is safer.

Results of using ICT tools in transportation:

- Saving time.
- Reducing pollution.
- Increasing safety.

Model 1

A) Write (T) for True or (F) for False:

1. ICT stands for Information and Communication Technology. ( )
2. Electric vehicles emit harmful gases that increase environmental pollution. ( )
3. Online booking saves effort and helps in organizing our time. ( )
4. GPS is the basis of any smart transportation system. ( )
5. Smart applications allow users to pay for services electronically. ( )
6. Technology helps manage energy consumption in homes to reduce waste. ( )
7. You must go to the station to know the exact arrival time of a smart bus. ( )
8. Electronic payment is considered safer than carrying cash. ( )

B) Choose the correct answer:

1. ..... helps determine your exact location and the fastest route to your destination: A) E-mail B) GPS C) Photoshop D) HTML
2. Using technology to request a service without leaving home is called:

A) Online Booking B) Manual Work C) Programming D) Image Editing

3. Electric vehicles contribute to a better environment because they provide: A) Clean Transportation B) More Noise
   C) Higher Pollution D) More Waste
4. To avoid waiting too long, apps send ..... to remind you of your booking: A) Music B) Notifications C) Games D) Photos
5. A technological solution for losing cash while paying a driver is:
   A) GPS B) Electronic Payment C) Using a map D) Waiting longer
6. ICT tools help create new job opportunities in the field of:

A) Manual cleaning B) Smart services C) Traditional farming D) Old crafts

7. To see a bus's location on a map in real-time, we use:
   A) A Tracking App B) A Printer C) A Scanner D) A Camera

Model 2

A) Write (T) for True or (F) for False:

1. Smartphones are only used for calling friends and family. ( )
2. ICT is a powerful force for changing and improving our daily lives. ( )
3. Smart transport systems help in reducing the time spent on trips. ( )
4. GPS suggests the slowest route to help you enjoy the view. ( )
5. Electronic payment is one of the features provided by smart apps. ( )
6. ICT has no role in managing energy consumption in factories. ( )
7. Notifications help you know when your ride is about to arrive. ( )
8. Clean transportation helps in maintaining our health by reducing pollution. ( )

B) Choose the correct answer:

1. Which of the following is a result of using ICT in transportation?

A) Increased pollution B) Saving time C) Losing money D) Wasting effort

2. The person can know the cost of the trip before it starts through:

A) Smart Apps B) Radio C) Paper maps D) Word of mouth

3. ..... vehicles do not release harmful exhausts:

A) Traditional B) Electric C) Steam D) Old

4. To solve the problem of not knowing the bus arrival time, we use:

A) GPS tracking B) An alarm clock C) A compass D) A calculator

5. ICT helps us manage ..... consumption in our homes smartly:

A) Water only B) Energy C) Food only D) Furniture

6. Online booking is important because it:

A) Wastes time B) Organizes time C) Is very difficult D) Requires walking

7. "Information and Communication Technology" is abbreviated as:

A) GPS B) HTML C) ICT D) CPU

Model 3

A) Write (T) for True or (F) for False:

1. GPS stands for Global Positioning System. ( )
2. Online booking requires you to visit the place to confirm your appointment. ( )
3. Smart applications can send reminders to help you avoid being late. ( )
4. Using electronic payment increases the risk of losing physical money. ( )
5. ICT plays a big role in creating new jobs in clean energy fields. ( )
6. Tracking apps help users see the movement of vehicles on a map. ( )
7. Technology is a tool used to solve real-world problems. ( )
8. Managing energy through technology leads to more resource waste. ( )

B) Choose the correct answer:

1. What is the main goal of using electric vehicles in smart cities?

A) Reducing pollution B) Increasing noise

C) Wasting energy D) Making trips longer

2. To get a reminder for your train's arrival, you should check your:

A) GPS B) Notifications C) Battery D) Files

3. Online booking services are used for:

A) Only doctors B) Various services C) Only games D) Offline tasks

4. GPS helps smart transport systems by suggesting the:

A) Longest way B) Fastest route C) Most expensive way D) Hardest way

5. ICT tools make our life better by increasing:

A) Safety B) Pollution C) Effort D) Waiting time

6. Which technology is used to pay for a ride through a smartphone?

A) GPS B) Electronic Payment C) HTML D) Motion Blur

7. To find out where your requested car is exactly, you use:

A) Email B) GPS C) JavaScript D) GIMP

📕 Lesson 2: Dealing with Operating Systems and Computer Applications 💻📱

1. What is an Operating System (OS)?

The **Operating System** is the main program that makes the computer work.

- It controls hardware components like the monitor, mouse, and keyboard.
- It is responsible for running different programs such as games, word processors, and design tools.
- **Important:** A computer cannot function or interact with the user without an Operating System.
- It helps manage files and folders.

2. Examples of Operating Systems:

- **Windows** (by Microsoft).
- **Android** (by Google).
- **iOS** (by Apple - for iPhones and iPads).
- **Linux** (Open source).

Note: For smartphones and tablets, the most common systems are **Android** and **iOS**.

3. Changing System Settings:

You can modify your device settings through:

- **Control Panel** (in Windows).
- **Settings** (on smartphones).

Settings you can change include:

- Changing the wallpaper.
- Adjusting the date and time.

- Adjusting volume levels.
- Connecting to the internet (Wi-Fi).
- Changing the language.

⚠ **Warning:** Be careful when changing settings so you don't affect how the device functions.

4. Programs and Applications:

Applications are tools that help us perform specific tasks such as:

- **Writing** (Word processors).
- **Drawing** (Design tools).
- **Learning** (Educational apps).

How to Install Programs and Apps:

- **On a Computer:**
  1. Download the program from the internet or use a CD/DVD.
  2. Follow the installation steps (Setup).
- **On Smartphones:**

1. Download apps from a store like **Google Play** or the **App Store**.
2. After installation, the app icon appears on the screen, and you can open it by clicking on it.

Model 1

A) Write (T) for True or (F) for False:

1. A computer can work perfectly fine without an operating system. ( )
2. Windows is an example of an operating system produced by Microsoft. ( )
3. The operating system is responsible for managing files and folders. ( )
4. You can change the device language through the Control Panel in Windows. ( )
5. Android is an operating system used primarily for smartphones. ( )
6. Apps like Google Play are used to download programs on a laptop. ( )
7. Changing system settings should be done carefully to avoid problems. ( )
8. The OS controls hardware components like the mouse and keyboard. ( )

B) Choose the correct answer:

1. The program that makes the computer work and manages its hardware is the:

A) Word Processor B) Operating System C) Charging Cable D) Game

2. To change the wallpaper or date on a Windows computer, you use the:

A) App Store B) Control Panel C) Keyboard D) Google Play

3. Which of the following is an operating system for Apple smartphones (iPhones)? A) Windows B) Linux C) iOS D) Android
4. On a smartphone, you download new applications from the:

A) Control Panel B) App Store C) CD-ROM D) Printer

5. An example of an operating system developed by Google is:

A) Windows B) Android C) iOS D) PowerPoint

6. After installing an app on a phone, its ..... appears on the screen:

A) Battery B) Icon C) Cable D) Settings

7. The operating system is responsible for running programs like:

A) Only Games B) Various Apps C) Only the Monitor D) Only the Mouse

Model 2

A) Write (T) for True or (F) for False:

1. Linux is one of the examples of an operating system. ( )
2. You use "Settings" on a smartphone to connect to the internet. ( )
3. Applications are tools that help us with specific tasks like drawing. ( )
4. To install a program on a PC, you might use a CD or the internet. ( )
5. iOS is an operating system created by Google. ( )
6. The icon of an app appears on the screen only after it is installed. ( )
7. Adjusting the volume is one of the settings you can change in an OS. ( )
8. Hardware components like the monitor do not need an OS to function. ( )

B) Choose the correct answer:

1. Which of the following is NOT an operating system?
   A) Windows B) Android C) Google Play D) Linux
2. To adjust the time and date on your smartphone, you go to:
   A) Google Play B) Settings C) The Camera D) App Store
3. The system that manages the interaction between the user and the computer is: A) HTML B) JavaScript C) Operating System D) Email
4. ..... is an example of a task-specific tool or application:
   A) Writing App B) The Mouse C) The Keyboard D) The Battery
5. When you install a program on a computer, you usually follow:
   A) Deletion steps B) Installation steps C) No steps D) Drawing steps
6. Which operating system is most common on various brands of tablets? A) Windows B) Android C) iOS D) MacOS
7. Connecting to a Wi-Fi network is an example of changing system:
   A) Icons B) Settings C) Hardware D) Batteries

Model 3

A) Write (T) for True or (F) for False:

1. The operating system acts as a link between the user and the hardware. ( )
2. You can download smartphone apps from the "Control Panel". ( )
3. Windows, Android, and iOS are all types of operating systems. ( )
4. Changing the screen wallpaper is an example of system settings. ( )
5. You must click on the app icon to open it after installation. ( )
6. A smartphone uses the same operating system as a desktop computer. ( )
7. Every computer needs an OS to run programs like word processors. ( )
8. You should never change the date or time on your device. ( )

B) Choose the correct answer:

1. Which company produces the Windows operating system?
   A) Google B) Microsoft C) Apple D) Linux
2. To perform a specific task like "Learning", you need to use an:

A) Operating System B) Application C) External Disk D) Empty Folder

3. The ..... controls the monitor, mouse, and keyboard:
   A) Printer B) Operating System C) Scanner D) Application
4. If you want to download a new game on your Android phone, you use:
   A) Control Panel B) Google Play C) Settings D) Windows
5. Which of these is an example of a system setting?
   A) Changing Language B) Buying a Mouse
   C) Cleaning the Screen D) Printing Paper
6. Without an operating system, the computer is:
   A) Faster B) Unable to work C) Better for games D) Only for drawing
7. Installation of programs on a PC can be done via the internet or:
   A) A CD B) A Printer C) A Scanner D) A Mouse

Lesson 3: Preparing and Sharing Reports

1. Microsoft Word:

One of the most famous word processing programs in the world.

- It helps in writing and formatting reports.
- It makes reports organized and easy to read.
- It allows adding images, tables, and headings.

2. Program Interface Components:

- **Toolbar (Ribbon):** Contains text formatting buttons (Color, Size, Font type).
- **Typing Area:** The space where you write your report.

3. Steps to Write a Simple Report:

1. Open **Microsoft Word**.
2. Choose **"New Document"**.
3. Write the report title (e.g., "AI in Our Lives").
4. Add texts, images, and tables from the **"Insert"** menu.
5. Format the text using the tools in the top toolbar.
6. Save the file from the **"File"** menu then **"Save"**.

4. Messaging Services:

They help us exchange messages, photos, and files quickly and easily over the internet, such as:

*** WhatsApp. * Telegram. * Messenger.**

🔐 Tips for Using Messaging Services Safely:

1. **Do not share your personal information** with strangers.
2. **Do not open strange or unknown links**, as they might be harmful.
3. Use these apps for useful things like studying or communicating with friends and teachers.
4. **Respect others** in your messages and avoid spreading rumors.

Model 1

A) Write (T) for True or (F) for False:

1. Microsoft Word is used for writing and formatting reports. ( )
2. You can add images and tables to a report using the "Insert" menu. ( )
3. The toolbar in Word contains buttons to change font color and size. ( )
4. WhatsApp and Telegram are examples of messaging services. ( )
5. It is safe to share your home address with strangers on Messenger. ( )
6. You should always click on any link sent to you by an unknown person. ( )
7. Saving a file in Word is done through the "File" menu. ( )
8. Messaging apps should be used for useful things like studying. ( )

B) Choose the correct answer:

1. Which program is the best choice for writing a school report?
   A) Microsoft Word B) WhatsApp C) Telegram D) Google Play
2. To add a table to your document in Word, you go to the ..... menu:
   A) File B) Insert C) Home D) Save
3. The ..... is the place where you type the content of your report:
   A) Toolbar B) Typing area C) Ribbon D) Taskbar
4. Which of the following is a safe practice when using messaging apps?
   A) Sharing passwords B) Respecting others
   C) Opening unknown links D) Spreading rumors
5. To change the font size of your text, you use tools found in the:
   A) Insert menu B) Toolbar C) External disk D) Printer
6. ..... is a messaging service used to exchange files and photos:
   A) Microsoft Word B) Telegram C) Windows D) Android
7. To keep your work for later, you must click on ..... in the File menu:
   A) New B) Save C) Delete D) Insert

Model 2

A) Write (T) for True or (F) for False:

1. You can make your report easier to read by using headings and formatting. ( )
2. Microsoft Word does not allow users to change the type of font. ( )
3. Messaging services allow people to communicate quickly over the internet. ( )
4. Respecting others and avoiding rumors is part of using apps safely. ( )
5. A "New Document" is the first thing you choose when starting a report. ( )
6. The "Ribbon" in Word is another name for the toolbar area. ( )
7. Opening unknown links is a good way to discover new websites. ( )
8. Telegram can be used to communicate with teachers about lessons. ( )

B) Choose the correct answer:

1. Which button helps you change how your text looks (color, bold, etc.)?
   A) Save B) Formatting tools C) Delete D) Power button
2. Information like your phone number and birthdate is called:
   A) Public info B) Personal information C) Rumors D) Links
3. To start a fresh report, you should open a:
   A) New Document B) Saved image C) Table D) Toolbar
4. ..... is an example of an app used for messaging:
   A) Microsoft Word B) WhatsApp C) GIMP D) Linux
5. Using Microsoft Word makes your report look more:
   A) Organized B) Corrupted C) Hidden D) Difficult to read
6. If you receive a strange link from a stranger, you should:
   A) Open it B) Not open it C) Share it D) Click it twice
7. The "File" menu in Word is used to:
   A) Draw pictures B) Save the document
   C) Change the mouse D) Chat with friends

Model 3

A) Write (T) for True or (F) for False:

1. Word processing programs like Word help in creating organized documents. ( )
2. You can use Messenger to exchange study files with your classmates. ( )
3. Sharing personal data with strangers online makes you safer. ( )
4. The "Insert" menu is used to add things like photos and tables. ( )
5. Following safety tips on the internet protects you from hackers. ( )
6. Microsoft Word is a messaging service similar to WhatsApp. ( )
7. Typing a report title is one of the basic steps in creating a report. ( )
8. You should use a clear font and size to make your report readable. ( )

B) Choose the correct answer:

1. What is the most famous word processing program?

   A) Telegram B) Microsoft Word C) Windows D) Google Meet

2. You can communicate with your teacher via .... to ask about homework:

   A) Microsoft Word B) Messaging Services C) External Disk D) BIOS

3. Text formatting tools allow you to change the font:

   A) Color and Size B) Battery level
   C) Screen brightness D) Computer speed

4. A safe way to use the internet is to:

   A) Use it for learning B) Spread rumors
   C) Insult others D) Share passwords

5. To insert a picture into your report, you use the:

   A) Save menu B) Insert menu C) Delete menu D) Close button

6. Messaging apps like ..... are popular for group chats:

   A) Excel B) WhatsApp C) Word D) Photoshop

7. To make sure your report isn't lost, you should use the command:

   A) New B) Save C) Cut D) Print

📕 Lesson 4: Creating Presentations 📽️✨

1. What is a Presentation?

Have you ever thought about how to show your ideas or research results to your classmates and teacher in a fun and exciting way? This is called a **Presentation**.

- **Definition:** A group of **Slides** used to present information and ideas clearly and attractively.
- **It uses:** Text, Images, Shapes, Animations, and Effects.
- Presentations can even tell a story with moving pictures and music!

2. Microsoft PowerPoint:

Microsoft PowerPoint is the most famous and easiest program for creating presentations. It is part of the **Microsoft Office** suite.

- **Features:**
  - Easy tools for drawing and writing.
  - Multiple options for animations and effects.
  - Makes the presentation engaging and fun.
  - Makes you like a "Creative Director" making a short movie for your ideas.

Slides: These are the spaces where you type text and add images or other elements.

3. Basic PowerPoint Tools:

When you open PowerPoint, you will find an organized interface with several **Tabs** at the top:

1. **File Tab:** Used to save your presentation, open an existing one, or print it.
2. **Home Tab:** Used for text formatting, such as changing font size, type, and color.
3. **Insert Tab:** Used to add new elements to the slide, such as:
   - Images, Geometric Shapes, Charts, and Videos.
4. **Design Tab:** Used to choose the slide size, change backgrounds, and select themes (colors) suitable for your topic.
5. **Animations Tab:** Used to add visual effects to the elements **inside** the slide (like making text fly in).
6. **Review Tab:** Used to check spelling and ensure words are written correctly.

Model 1

A) Write (T) for True or (F) for False:

1. A presentation is a group of slides used to show ideas attractively. ( )
2. Microsoft PowerPoint is part of the Microsoft Office suite. ( )
3. You can only use text in PowerPoint and cannot add any images. ( )
4. The "Insert" tab is used to add shapes and videos to a slide. ( )
5. Animation effects make the presentation more engaging and fun. ( )
6. The "File" tab is where you go to change the font color of your text. ( )
7. Slides are the spaces where we place our content in PowerPoint. ( )
8. You should use the "Review" tab to check for spelling mistakes. ( )

B) Choose the correct answer:

1. Which program is used to create attractive presentations with slides?

   A) Microsoft Word B) Microsoft PowerPoint

   C) Google Chrome D) Windows

2. To add a new picture or a chart to your slide, you use the ..... tab:

   A) Design B) Insert C) Home D) File

3. The ..... tab allows you to change the background and colors of your slides: A) Animations B) Review C) Design D) Home

4. Visual effects added to elements inside a slide are found in the ..... tab: A) Animations B) Insert C) File D) Home

5. To save your presentation or print it, you must click on the:

   A) Home tab B) Insert tab C) File tab D) Design tab

6. PowerPoint makes the user feel like a ..... making a movie for their ideas: A) Programmer B) Creative Director C) Pilot D) Doctor

7. Formatting text (size, color, and type) is mainly done through the:

   A) Home tab B) Review tab C) Insert tab D) Animations tab

Model 2

A) Write (T) for True or (F) for False:

1. PowerPoint slides can contain music and moving pictures. ( )
2. The "Home" tab is located at the top of the PowerPoint interface. ( )
3. You use the "Design" tab to add a video clip to your presentation. ( )
4. Animations help in making the presentation clear and exciting. ( )
5. "File" tab is usually located at the top corner (left or right). ( )
6. You cannot change the font type in a PowerPoint presentation. ( )
7. The "Review" tab helps in correcting spelling errors. ( )
8. Microsoft PowerPoint is considered a difficult program for beginners. ( )

B) Choose the correct answer:

1. What are the pages in a PowerPoint presentation called?
   A) Folders B) Slides C) Files D) Envelopes
2. If you want to make a title "fly into" the screen, you use:
   A) Design B) Animations C) Review D) File
3. To choose a specific theme or color for all your slides, go to:
   A) Insert B) Home C) Design D) Review
4. ..... is NOT an element you can add via the "Insert" tab:
   A) Video B) Geometric Shape C) Chart D) Keyboard battery
5. Changing the font size of the text is a function of the ..... tab:
   A) Home B) Insert C) Animations D) File
6. You can find the "Print" command under the:
   A) Review menu B) File menu C) Design menu D) Home menu
7. Presentations are used to present research results to:
   A) Only teachers B) Classmates and teachers
   C) No one D) Only printers

Model 3

A) Write (T) for True or (F) for False:

1. Presentations can be used to tell a story using pictures and effects. ( )
2. Each tab in PowerPoint contains a specific group of tools. ( )
3. The "Insert" tab is used to save the final presentation to the computer. ( )
4. You can use geometric shapes to help explain your ideas on a slide. ( )
5. Spelling mistakes can be checked using the "Review" tab. ( )
6. The "Animations" tab is used to change the slide's background color. ( )
7. PowerPoint is part of the software used in schools and homes. ( )
8. You can add text to a slide but you cannot change its color. ( )

B) Choose the correct answer:

1. Which tab contains the tools for "Font Type" and "Font Color"?

   A) Insert B) Design C) Home D) Review

2. To add a movie or a short video to your slide, click on:

A) Home -> Video B) Insert -> Video C) File -> Video D) Design -> Video

3. The "File" tab allows you to ..... your presentation:

   A) Draw on B) Save or Open C) Animate D) Check spelling in

4. To make a presentation look professional and attractive, we use:

   A) Only black text B) Images and Animations

   C) No colors D) Empty slides

5. Correcting "typos" (spelling errors) is done in the ..... tab:

   A) Review B) Animations C) Design D) Home

6. Slides allow you to add:

   A) Text and Images B) Only sound C) Only numbers D) Nothing

7. Microsoft PowerPoint is one of the ..... programs for presentations:

   A) Hardest B) Easiest C) Smallest D) Slowest

Lesson 5: Databases Using Microsoft Excel

1. What is a Database?

Imagine you have a library full of books:

- If the books are scattered → It is hard to find a specific book. ✗
- If they are organized in a table → It is easy to search. ✓
- **Definition:** A **Database** is a way to store and organize large amounts of data inside a computer.

2. Importance of Databases:

- Collecting information about people, places, and things.
- Making search and analysis easier.
- Organizing, managing, and editing data.
- **Example in School:** Organizing student data like: (Name, ID number, Grade, Scores).

3. Microsoft Excel:

It is used to create simple databases and features:

- **Sorting and Filtering.**
- **Mathematical Operations** (Addition, Subtraction, Average).
- Working in tables consisting of **Columns** and **Rows**.

Key Terms:

- **Column:** Called a **Field** (represents a type of information, like Name).
- **Row:** Called a **Record** (represents complete data for one entity, like all data for one student).

4. Steps to Create a Simple Database in Excel:

- **Step 1: Define Fields:** In the first row, write column headings:
  - Cell **A1**: ID Number.
  - Cell **B1**: Class.
  - Cell **C1**: Student Name.

- **Step 2: Enter Records:** Start from the second row:
  - **A2**: ID Number (e.g., 101).
  - **B2**: Class (e.g., Grade 6).
  - **C2**: Student Name (e.g., Ahmed).
- **Step 3: Add New Columns:** To add a column like "Date of Birth":
  - Right-click on the column header.
  - Choose **"Insert Column"**.

5. Mathematical Operations in Excel: ➕➖

The Golden Rule: Any mathematical formula must **always start with the (=) sign**.

- **Addition:** =A2+B2
- **Subtraction:** =B2-B3
- **Average:** =(B2+C2)/2

Excel performs calculations automatically, which makes data analysis very easy.

Model 1

A) Write (T) for True or (F) for False:

1. A database is a way to store and organize large amounts of information. ( )
2. Microsoft Excel is used to create and manage simple databases. ( )
3. In Excel, a column is referred to as a "Record". ( )
4. Any mathematical formula in Excel must begin with the (=) sign. ( )
5. Databases make it difficult to search for specific information. ( )
6. Cell C1 is a good place to write the heading "Student Name". ( )
7. You can use Excel to calculate the average of student scores automatically. ( )
8. To add a new column, you should left-click on the row number. ( )

B) Choose the correct answer:

1. In an Excel database, a "Field" is represented by a:

   A) Row B) Column C) Sheet D) Password

2. The "Golden Rule" for formulas in Excel is to start with:

   A) + B) - C) = D) *

3. A row in a database that contains all the data for one person is called a:

   A) Field B) Record C) Cell D) Table

4. To calculate the sum of cells A2 and B2, the correct formula is:

   A) A2+B2= B) =A2+B2 C) Sum A2 B2 D) +A2+B2

5. Which tool in Excel helps you organize data alphabetically or numerically? A) Sorting B) Deleting C) Painting D) Charging

6. Cell A1, B1, and C1 are usually used to write:

A) Student names B) Column headings (Fields) C) Scores D) Photos

7. Databases are used in schools to organize information about:

   A) Only teachers B) Students and grades C) Only walls D) Only toys

Model 2

A) Write (T) for True or (F) for False:

1. Organized data in a table makes it easier to find information. ( )
2. A "Record" represents a specific type of information like "ID Number". ( )
3. Excel can perform addition, subtraction, and average calculations. ( )
4. You start entering student data from the first row (Row 1). ( )
5. Right-clicking a column header allows you to insert a new column. ( )
6. The formula =(B2+C2)/2 is used to find the average in Excel. ( )
7. Databases are only used for storing small amounts of data. ( )
8. "Field" is another name for a column in a database. ( )

B) Choose the correct answer:

1. Which of the following represents a complete set of data for one student? A) Field B) Record C) Heading D) Formula
2. To find the difference between two numbers (subtraction) in Excel, use:
   A) =A2+B2 B) =B2-B3 C) =A2*B2 D) =A2/B2
3. What is the main purpose of a database?
   A) Storing and organizing data B) Playing games
   C) Drawing pictures D) Watching videos
4. In which cell would you typically write the "ID Number" heading?
   A) A2 B) A1 C) B10 D) C5
5. Excel works with tables that consist of:
   A) Only Rows B) Only Columns C) Columns and Rows D) Only Text
6. The process of hidden specific data to show only what you need is called: A) Sorting B) Filtering C) Deleting D) Formatting
7. If you want to add "Date of Birth" to your table, you should:
   A) Delete a column B) Insert a column
   C) Close the file D) Turn off the PC

Model 3

A) Write (T) for True or (F) for False:

1. Excel automatically updates calculations when you change the data. ( )
2. A database field describes a single category of information. ( )
3. You do not need the (=) sign if you are only doing a simple addition. ( )
4. Organizing a library of books is a good example of a database. ( )
5. In Excel, the second row (Row 2) is where the actual data entries begin. ( )
6. You cannot add new columns once the database is created. ( )
7. Databases help in the analysis of large amounts of information. ( )
8. Record is the horizontal part of the table (Row). ( )

B) Choose the correct answer:

1. What does the formula =A2+B2 do in Excel?

   A) Subtracts data B) Adds data C) Deletes data D) Divides data

2. A student's name, grade, and ID all together in one row is a:

   A) Field B) Record C) Column D) Symbol

3. To add a new field to an existing database, you:

   A) Insert a row B) Insert a column C) Delete a cell D) Save the file

4. Which program is most famous for creating simple databases?

   A) Word B) Excel C) PowerPoint D) GIMP

5. If you see scattered books, it's like having:

A) A good database B) No database organization C) A filter D) A record

6. The vertical part of an Excel table is called a:

   A) Row B) Column (Field) C) Record D) Formula

7. To find the average of two cells, you should use the:

   A) + sign B) / sign with sum C) - sign D) * sign

Lesson 6: Flowcharts (SmartArt)

1. What are Flowcharts?

If you have a lot of information or many steps and want to present them in an easy and understandable way, the solution is **Flowcharts**.

2. SmartArt:

- **Definition:** Ready-made graphics and shapes in PowerPoint that help display information visually and in an organized manner.
- **Importance of SmartArt:**
  - Makes the presentation more attractive and exciting.
  - Simplifies complex information.
  - Clarifies project steps and relationships.

Ideas for using SmartArt:

- Stages of a plant's life cycle.
- Steps to prepare a meal.
- Organizing a project team.

3. Steps to Insert SmartArt in PowerPoint:

Step 1: Insertion

1. Click on the **Insert** tab.
2. Select the **SmartArt** icon.

Step 2: Choosing the Type

- Choose the appropriate layout:
  - For sequential steps → Select **Process**.
  - For showing connections → Select **Relationship**.
- Click **OK**.

Step 3: Adding Text

- Type your text inside the boxes provided within the graphic.

Step 4: Formatting

- Click on the graphic to see new tabs: **SmartArt Design** and **Format**.
- You can choose to:
  1. **Change Colors.**
  2. **Apply a new Style** to the shapes.

Tip: Using SmartArt allows you to present information visually without long blocks of text, which is the secret to successful presentations!

Model 1

A) Write (T) for True or (F) for False:

1. SmartArt is a tool in PowerPoint used to display information visually. ( )
2. You can find the SmartArt icon under the "Design" tab. ( )
3. Flowcharts help in simplifying complex information for the audience. ( )
4. "Process" layouts are used to show a sequence of steps. ( )
5. You cannot change the colors of SmartArt once it is inserted. ( )
6. SmartArt makes presentations more attractive and exciting. ( )
7. Typing text inside SmartArt shapes is impossible. ( )
8. "Relationship" layouts are used to show connections between things. ( )

B) Choose the correct answer:

1. Ready-made graphics and shapes used to organize information are called: A) WordArt B) SmartArt C) ClipArt D) StartArt
2. To insert SmartArt, you must first click on the ..... tab:
   A) Home B) Insert C) Review D) Transitions
3. If you want to show the stages of a plant's life, the best layout is:
   A) Process B) Table C) Equation D) Photo
4. To modify the colors of your SmartArt, use the ..... tab:
   A) File B) SmartArt Design C) Animations D) Slide Show
5. SmartArt is better than long texts because it is easier to:
   A) Delete B) Understand C) Ignore D) Hide
6. After selecting a SmartArt type, you must click ..... to add it to the slide: A) Cancel B) OK C) Exit D) Delete
7. SmartArt is a feature primarily found in:
   A) Microsoft PowerPoint B) Calculator C) Notepad D) Paint

Model 2

A) Write (T) for True or (F) for False:

1. Flowcharts are used to show steps and relationships clearly. ( )
2. The "Format" tab appears only after you click on the SmartArt graphic. ( )
3. You should use SmartArt when you have a lot of complex data. ( )
4. The SmartArt tool is found in the "Review" tab. ( )
5. Organizing a project team can be done effectively using SmartArt. ( )
6. SmartArt graphics are only available in black and white. ( )
7. A "Process" diagram is suitable for showing how to cook a meal. ( )
8. Adding text to SmartArt is done by typing inside the boxes. ( )

B) Choose the correct answer:

1. Which layout would you choose to show how things are connected to each other? A) Process B) Relationship C) List D) Pyramid
2. The secret to a successful presentation is using ..... instead of long texts:
   A) Empty slides B) Visual graphics C) Small fonts D) Dark colors
3. In PowerPoint, the SmartArt icon is located in the ..... group:
   A) Illustrations B) Font C) Paragraph D) Editing
4. To change the overall look of the shapes in SmartArt, you change the:
   A) Language B) Style C) Computer D) Battery
5. Which step comes first when using SmartArt?
   A) Adding text B) Formatting C) Inserting the graphic D) Changing colors
6. SmartArt helps to clarify ..... steps:
   A) Project B) Sleeping C) Running D) Eating
7. You can change the colors of SmartArt to make it match your:
   A) Keyboard B) Presentation theme C) Mouse D) Desktop wallpaper

Model 3

A) Write (T) for True or (F) for False:

1. SmartArt allows you to present information without using long paragraphs. ( )
2. You can choose from many different types of SmartArt layouts. ( )
3. The "Insert" tab is the place to start when adding a flowchart. ( )
4. SmartArt is only useful for showing the life cycle of animals. ( )
5. You can format SmartArt to have a 3D style or different colors. ( )
6. A flowchart makes a presentation less interesting for the audience. ( )
7. Click "OK" after choosing your SmartArt type to confirm. ( )
8. SmartArt is a part of the Microsoft PowerPoint program. ( )

B) Choose the correct answer:

1. Which tab appears at the top when you select a SmartArt object?

   A) Home B) SmartArt Design C) Transitions D) File

2. To describe a sequence of events, you should choose the ..... type:

   A) Cycle B) Process C) Relationship D) Matrix

3. SmartArt is used to present information .....:

   A) Visually B) Silently C) Randomly D) Only with audio

4. If you want to organize a team's roles, you can use a ..... chart:

   A) SmartArt B) Calculator C) Drawing D) Music

5. The SmartArt tool is found in the ..... tab:

   A) Design B) Insert C) Home D) View

6. To make your SmartArt look professional, you can change the:

   A) Monitor B) Layout and Colors C) Operating System D) Printer

7. SmartArt boxes are used for:

   A) Deleting files B) Typing text C) Hiding data D) Saving videos

10 Practice Models (Comprehensive)

Model 1

A) Write (T) for True or (F) for False:

1. ( ) AI technology enables machines to think and solve problems.
2. ( ) Algorithms are physical pieces of hardware.
3. ( ) Email filters help keep spam out of your inbox.
4. ( ) SmartArt is only for showing animal life cycles.
5. ( ) Buying bonds makes you an owner of a company.
6. ( ) JavaScript builds the skeleton of a web page.
7. ( ) You join a video meeting by clicking a shared link.
8. ( ) Cloud computing is used for video conferencing.

B) Choose the correct answer:

1. Step-by-step instructions for a machine are:

   A) Filters B) Algorithms C) Windows D) Sensors
2. Language for web structure:

   A) JavaScript B) HTML C) Python D) Excel
3. To lend money to a company, buy:

   A) Stocks B) Bonds C) Services D) Reviews
4. To present info visually, use:

   A) SmartArt B) Mic C) Printer D) Battery
5. An AI program that replies to you:

   A) Email B) Chatbot C) Mouse D) Keyboard
6. Used to unlock phones via face:

   A) Facial Recognition B) GIMP C) HTML D) Bond
7. A formal document is best sent via:

   A) SMS B) Email C) Phone D) Chat

Model 1 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) AI technology allows machines to use human logic to solve problems.
2. ( ) Smart search engines provide customized suggestions based on your taste.
3. ( ) Buying bonds means you become a partial owner of the company.
4. ( ) Email is considered an informal and unprofessional way to communicate.
5. ( ) Video conferencing is conducted through cloud computing technology.
6. ( ) HTML is used to create interactive and moving buttons on a web page.
7. ( ) Databases can be organized using Microsoft Excel software.
8. ( ) SmartArt allows you to present information visually without long paragraphs.

B) Choose the correct answer:

1. Detailed instructions followed by a machine to learn are called:

   A) Filters | B) Algorithms | C) Robots | D) Windows

2. To lend money to a company, you should buy:

   A) Stocks | B) Bonds | C) Reviews | D) Services

3. ..... are AI programs designed to answer questions directly on websites:

   A) Subject lines | B) Chatbots | C) Training materials | D) Printers

4. To join a video meeting immediately in Google Meet, choose:

   A) Create for later | B) Start an instant meeting | C) Delete | D) Exit

5. The language used to build the basic structure of a web page is:

   A) JavaScript | B) HTML | C) Python | D) C++

6. Which tool is used to create flowcharts in a presentation?

   A) SmartArt | B) Charging cable | C) Email | D) Stocks

7. To protect your files from being lost, always take a:

   A) Backup | B) Photo | C) Screenshot | D) Break

Model 2 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) Algorithms are like "recipes" followed by machines to learn.
2. ( ) E-commerce is the process of buying and selling goods online.
3. ( ) The Bibliotheca Alexandrina is an example of an Educational Service Provider (ESP).
4. ( ) You should check your camera and mic *after* the video call ends.
5. ( ) JavaScript is compared to "bones" because it builds the page structure.
6. ( ) If a file is corrupted, it is better to delete it to avoid problems.
7. ( ) Excel uses rows and columns to organize large amounts of information.
8. ( ) Flowcharts make a presentation less interesting for the audience.

B) Choose the correct answer:

1. Technology used to verify identity and unlock phones is:

   A) Facial Recognition | B) Email Filters | C) Bonds | D) SmartArt

2. A person who purchases goods or services is called a:

   A) Consumer | B) Seller | C) Designer | D) Programmer

3. The most formal and professional method for digital communication is:

   A) Chatbots | B) Email | C) SMS | D) Social media

4. Which icon allows you to stop your video during a conference?

   A) Mic icon | B) Camera icon | C) Link icon | D) Share icon

5. ..... adds "life" and interactive movement to web pages:

   A) HTML | B) JavaScript | C) Surge protector | D) External disk

6. If you forget your password, you should click on:

   A) Delete account | B) Forgot password link | C) Save | D) Exit

7. To present a sequence of events visually, choose the ..... type in SmartArt: A) Cycle | B) Process | C) Matrix | D) List

Model 3 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) Ethics of AI include being unbiased and protecting privacy.
2. ( ) Stocks give you an ownership stake in a company.
3. ( ) Email is the best choice if your problem needs a long explanation.
4. ( ) Microsoft Teams and Zoom are video conferencing tools.
5. ( ) "Special symbols" in a file name can prevent it from being deleted.
6. ( ) SmartArt belongs to the Microsoft PowerPoint program.
7. ( ) AI can simulate humans in solving complex problems.
8. ( ) Comparison websites show quality and price in one place.

B) Choose the correct answer:

1. Protecting user data security falls under the principle of:
   A) Inclusivity | B) Privacy | C) Logic | D) Speed
2. Eco-friendly companies are examples of ..... investing:
   A) Risky | B) Sustainable | C) Random | D) Bad
3. A professional email should always start with a:
   A) Joke | B) Formal greeting | C) Complaint | D) Random word
4. Video conferencing feels like ..... interaction over the internet:
   A) Face-to-face | B) Silent | C) Delayed | D) Offline
5. Cloud storage services include:
   A) External disks | B) OneDrive | C) Charging cables | D) Batteries
6. SmartArt boxes are used for:
   A) Deleting files | B) Typing text | C) Hiding data | D) Saving videos
7. The tool that prevents "Spam" messages from reaching your inbox is:
   A) Email Filters | B) Voice Assistant | C) Chatbots | D) Algorithm

Model 4 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1.( ) Voice assistants carry out commands via voice.

2.( ) Ethical investing ignores the environment.

3.( ) Chatbots provide fast answers 24/7 on websites.

4.( ) You can join a meeting by pasting a code in Google Meet.

5.( ) HTML stands for HyperText Markup Language.

6.( ) Databases are only for small amounts of information.

7.( ) Information technology helps improve our lives in health and education.

8.( ) You can change SmartArt colors to match your presentation theme.

B) Choose the correct answer:

1. The "recipes" followed by a machine to learn are:

   A) Algorithms | B) Filters | C) Windows | D) Applications

2. Another name for "Stocks" is:

   A) Loans | B) Securities | C) Debts | D) Reviews

3. ESP organizations like Library of Alexandria provide:

   A) Meals | B) Educational services | C) Games | D) Clothes

4. To speak during a video call, make sure the ..... is on:

   A) Printer | B) Microphone | C) Speaker | D) Camera

5. Which language builds the "bones" of a web page?

   A) JavaScript | B) HTML | C) CSS | D) Python

6. The SmartArt tool is found in the ..... tab:

   A) Design | B) Insert | C) Home | D) View

7. To fix a charging problem, first check the:

   A) Password | B) Charging cable | C) File name | D) HTML

Model 5 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) AI decisions should be based on facts, not personal opinions.
2. ( ) Smart search engines rank results by relevance or fastest delivery.
3. ( ) Consumer reviews measure the quality of product and service.
4. ( ) You should use informal language in a professional email.
5. ( ) A follow-up email can be sent after a video conference.
6. ( ) GIMP is a professional image editing software that is free.
7. ( ) Excel is a part of the Microsoft Office suite used for reports.
8. ( ) SmartArt is only useful for showing animal life cycles.

B) Choose the correct answer:

1. Using AI to help society and make it better is called:
   A) Bias | B) Beneficence | C) Logic | D) Speed
2. To compare multiple electronic devices in one place, use:

A) Social media | B) Comparison websites | C) Notebooks | D) TV ads

3. If your questions to a chatbot are not ....., answers will be inaccurate: A) Long | B) Clear | C) Hidden | D) Difficult
4. Video conferencing tools like Zoom are used for:
   A) Work and Study | B) Cooking | C) Sleeping | D) Swimming
5. A ..... file is a damaged file that cannot be opened:
   A) Strong | B) Corrupted | C) New | D) Cloud
6. Which tab appears at the top when you select a SmartArt object?
   A) Home | B) SmartArt Design | C) Transitions | D) File
7. Operating systems (OS) are used to deal with computer:
   A) Applications | B) Meals | C) Stocks | D) Bonds

Model 6 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) Inclusivity means AI tools must include all users.
2. ( ) Investors earn profits when the companies they support succeed.
3. ( ) Chatbots are real people who wait to type questions.
4. ( ) You can turn off your camera by clicking the camera icon.
5. ( ) Programming languages are a set of rules and symbols.
6. ( ) A surge protector can help if a device is not charging.
7. ( ) Microsoft PowerPoint is used to create visual presentations.
8. ( ) You can format SmartArt to have a 3D style.

B) Choose the correct answer:

1. If an AI tool makes an error, the designer must fix it according to:
   A) Responsibility | B) Inclusivity | C) Privacy | D) Logic
2. When you buy stocks, you become a ..... in the company:
   A) Lender | B) Partner | C) Competitor | D) Guest
3. An email ..... should be clear so the recipient knows the purpose:
   A) Subject line | B) Font size | C) Logo | D) Color
4. Cloud computing is the technology used for:
   A) Video conferencing | B) Printing paper |
   C) Manual writing | D) Batteries
5. JavaScript is used to create ..... web pages:
   A) Static | B) Interactive/Dynamic | C) Silent | D) Paper
6. SmartArt allows you to present information .....:
   A) Visually | B) Silently | C) Randomly | D) Audio only
7. To organize a team's roles, you can use a ..... chart:
   A) SmartArt | B) Calculator | C) Drawing | D) Music

Model 7 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) Siri and Alexa are examples of digital voice assistants.
2. ( ) Ethical companies have transparent and reliable management.
3. ( ) Bibliotheca Alexandrina provides online training materials.
4. ( ) It is respectful to keep your microphone on during the whole meeting.
5. ( ) HTML is used to build the structure of web pages.
6. ( ) You can save your files on an external disk as a backup.
7. ( ) IT plays a role in improving our lives in sectors like health.
8. ( ) SmartArt is a part of the Microsoft PowerPoint program.

B) Choose the correct answer:

1. Protecting your personal data from leakage is:
   A) Beneficence | B) Privacy | C) Inclusivity | D) Bias
2. The term ..... refers to buying an ownership share:
   A) Bond | B) Stock | C) Review | D) Sale
3. To talk directly to a support employee, use:
   A) Telephone windows | B) Email | C) Chatbots | D) Books
4. Managing audio and video is an important step ..... the conference: A) Before | B) During | C) Years after | D) Instead of
5. HTML is often compared to ..... because it forms the body:
   A) Water | B) Bones | C) Electricity | D) Clothes
6. To make your SmartArt look professional, you can change the:
   A) Monitor | B) Layout and Colors | C) OS | D) Printer
7. Steps to create a report include preparing and ..... it:
   A) Deleting | B) Sharing | C) Hiding | D) Breaking

Model 8 (Units 3 & 4)

A) Write (T) for True or (F) for False:

1. ( ) Algorithms are step-by-step instructions for machines.
2. ( ) Sustainable investing supports eco-friendly companies.
3. ( ) ESP stands for Educational Service Providers.
4. ( ) Video conferencing feels like "face-to-face" interaction.
5. ( ) JavaScript adds "life" to web pages with moving buttons.
6. ( ) You can create a new password if you forget the old one.
7. ( ) Excel is used to create flowcharts (SmartArt).
8. ( ) The "Insert" tab is where you find the SmartArt tool.

B) Choose the correct answer:

1. Using AI for harmful gains or cheating violates:
   A) Privacy | B) Beneficence | C) Inclusivity | D) Logic
2. Buying ..... is a form of lending money to a business:
   A) Shares | B) Bonds | C) Goods | D) Services
3. What should you write at the beginning of a professional email?
   A) Formal greeting | B) Subject line | C) The problem | D) Address
4. Which technology allows video conferencing to happen over the internet?
   A) Solar power | B) Cloud computing | C) Battery | D) Paper
5. Programming languages consist of rules and .....:
   A) Games | B) Symbols | C) Toys | D) Movies
6. To describe a sequence of events, choose the ..... SmartArt:
   A) Cycle | B) Process | C) Relationship | D) Matrix
7. A popular tool used for video conferencing is:
   A) Excel | B) Google Meet | C) PowerPoint | D) Word